

**BUREAU OF CHILD CARE & HEALTH FACILITIES**  
**REQUESTED HOSPITAL AND MEDICAL STAFF DOCUMENTS AND REPORTS**

Instructions: Please have the following Ambulatory Surgical Center (ASC) and medical staff documents and reports available on the first day of the survey:

1. Organizational charts (hospital, nursing services, and medical staff).
2. Hospital board bylaws and the last 12 months or board meeting minutes
3. Medical staff and allied health professional staff:
  - a. Bylaws and rules and regulations
  - b. A current roster for all physicians with surgical privileges, indication those that are members of the active medical staff.
  - c. Minutes from all of the medical staff committee meetings and any peer review or risk management meetings for the last 12 months.
  - d. A current roster for members of the allied health professional staff including CRNAs, ARNPs, and PAs.
4. Current Risk management Plan
5. Documentation of Risk management continuing education
6. The ASC's operating room and recovery room logs or registers for the last 12 months.
7. The hospital's current (approved) quality assurance/improvement plan.
8. Risk Management logs for past year.
9. Documentation of last staff in service training.
10. Policies and Procedures
  - a. Patient Rights
  - b. Smoking
  - c. Infection Control
  - d. Personnel
  - e. Surgery
  - f. Anesthesia
  - g. Discharge
  - h. Dietary
  - i. Quality assurance/Improvement
  - j. Patient Assessment
  - k. Pharmacy
  - l. Nursing staff requirements
  - m. Management of emergency situations
  - n. Transfer
  - o. Patient education
  - p. Safety